



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY DEVELOPMENTAL TEST COMMAND
314 LONGS CORNER ROAD
ABERDEEN PROVING GROUND, MD 21005-5055

CSTE-DTC-TT-B

23 October 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Test Policy Bulletin No. 07-03, Developmental Test Reporting

1. Reference U.S. Army Test and Evaluation Command (ATEC) Interim Policy Guidance (IPG) 02-4, System Evaluation Reports, 23 August 2002.
2. A primary product of the Developmental Test Command is the test report. These reports document in a timely manner the test data that are used by the decision makers as well as providing a historical record. The Commanding General (ATEC) has established new time goals for System Evaluation Reports (SER) of 60 days (referenced IPG). To achieve these goals, this command must establish new formats, processes, and timelines for providing the results of tests to our customers.
3. This policy bulletin sets forth new reporting requirements for DOD acquisition programs. It becomes effective immediately and the policy will be incorporated into DTC Reg 73-1 and DTC Pam 73-1 to be published in the near future. Live fire T&E reports will continue to use DOD and DA formats.
4. To support ATEC's requirement, the following changes will be implemented:
 - a. A new Interim Data Report (IDR) has been developed as a tool to respond directly to the data requirement of the Detailed Test Plan. The IDR will be prepared for those tests in direct support of an evaluation when the test results are on a critical path to provide the data to the system evaluator to meet the requirements to support a milestone (MS) decision. The HQ test manager will determine if an IDR is to be developed based on the timeline requirements of each test program. The HQ-approved IDR goal will be 45 days from end of test. End of test is defined as the day the last data is collected (i.e., last shot fired, last mile run). The HQ test manager may modify the 45-day goal for specific projects when sufficient justification is presented and when fully coordinated with the system evaluator. The new report timeliness goals are reflected at enclosure 1.
 - b. A Final Test Report will also be prepared for all evaluated tests. If an IDR has been developed, it will be used as the basis for the Final Test Report. The Final Test Report may be tailored to address the needs of each individual test program. The HQ approved Final Test Report will be distributed within 75 days from end of test. For non-evaluated tests of DOD acquisition items, a Final Test Report will be prepared unless the Test Record (see below) is used.
 - c. The Test Record will be used for ballistic test requests, customer acceptance and surveillance tests, and to report tests that use military standards and specifications.

EXPIRES OCTOBER 2004

5. The IDR format is provided at enclosure 2. It is recognized that the goals for the IDR are stringent; however, with early planning, they can be met. Some suggestions to achieving the goals are:

a. Automation should be maximized to reformat the Detailed Test Plan into the test report format, both the IDR and the Final Test Report. Consider using contractor employees and/or editing staff to assist the Test Officer in formatting and developing the reports.

b. In accordance with Test Policy Bulletin 08-03, maximum use should be made of the VISION Digital Library (VDL) for the management of all documents.

c. The IDR format allows for links within VDL to Test Incident Reports (TIR) and other test data developed in tables and graphs. These data should be developed at the end of each subtest to the extent possible. Tester's observations and remarks should also be entered as the test progresses.

6. The VDL will be fully utilized for the creation, coordination, review, and approval of the IDR and to make it available to the system evaluator, program manager, and user. Classified draft documentation will use VDL as soon as a classified digital library is available. The IDR, Final Test Report, Test Record, and all test data will be stored on VDL.

7. The following guidance is provided for preparation of Final Test Reports.

a. All published and distributed technical reports, including DTC's Final Test Report, must be provided to the Defense Technical Information Center (DTIC) according to DOD/DA requirements. DTIC will accept reports on compact disk.

b. The policy and procedures for the Final Test Report, as set forth in TECOM Pamphlet 73-1, still apply. However, the new timelines (enclosure 1) and a revised Final Test Report format (enclosure 3) are attached. The new timelines will be tracked in the ATEC Decision Support System once implemented.

c. Additional streamlining of the Final Test Report may be made at the direction of the HQ test manager. An abbreviated test report format is attached at enclosure 4 and may be used at the direction of the HQ test manager. For non-evaluated test programs, requirement for HQ approval will be at the discretion of the HQ test manager and conveyed to the test center in the test directive or during project activation.

d. The format for the Test Record is at enclosure 5.

8. Essential to meeting these goals is the involvement of management. Test Center Commanders/Directors (LTC/GS-15 level), in conjunction with the HQ test managers, are charged with ensuring the quality (both content and format) and timeliness of both the IDR and the Final Test Report.


CSTE-DTC-TT-B

SUBJECT: Test Policy Bulletin No. 07-03, Developmental Test Reporting

9. DTC's points of contact are Mr. Raymond Fontaine and Ms. Peg Mion, CSTE-DTC-TT-B, ttb@dtc.army.mil, DSN 298-1417.

FOR THE COMMANDER:

5 Encls


s/ JOYCE A. HIRE
Acting Director of Test and Technology

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Technical Directors, DTC Test Centers
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ATEC, CSTE-PM

Test Reporting Time Frames (Calendar Days)

	<u>Interim Data Report (Evaluated Only)</u>	<u>Final Test Report</u>	<u>Test Record</u>
Draft Submitted	33	60	
HQ Approval	7	10	
Report Finalized*	5	5	25
Total	45	75	25

While the values above will be measured as averages of all programs in the category for a 12-month period, for operational purposes they should be viewed as maximums in the absence of other guidance/requirements. Test officers should not request and test managers should not approve reschedules beyond these time frames without evidence that the complexity of the report requires more time. If the PM or system evaluator requires a test report at an earlier date, that date should govern, if possible.

* Report Finalized is defined as all HQ changes incorporated, report approved, and ready for electronic distribution.

Interim Data Report (IDR) – Contents
(Always to be followed by a Final Test Report)

Cover Sheet. To include, as a minimum, project number, title of the test (from the test directive), system name, test center, month and year of publication.

Test Objective. From the Test Plan, amended as necessary. (Will ultimately become paragraph 1.2 of the Final Test Report.)

Test Concept. Provide a short overview of the concept of test (location(s), duration, timeframe, number of test items, etc.). Any significant deviations from the test concept presented in the test plan should be described. (Will become paragraph 1.4 of the Final Test Report.)

System Description. From the Test Plan – include a list of all items being tested and describe briefly, including such information as model, part no., drawing no., serial no., modification(s), etc. (Will become paragraph 1.5 of the Final Test Report.)

Subtests. For each subtest, include the following:

Subtests:*

- Subtest Procedures (from paragraph 2.1.3 of the Test Plan – updated, including any deviations)
- Test Data [link to tables, graphs, etc.]**
- Technical Analysis (including Observations/Remarks) (will provide input to paragraph 2.1.5 of Final Test Report)

* To be accomplished at the end of each subtest and entered into VDL.

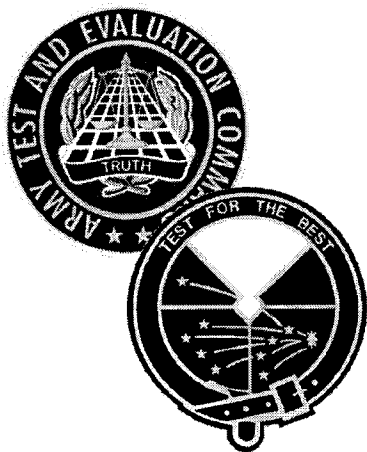
** Marked “Preliminary” until Test Program is completed.

Summary of Results. Include recommendations/conclusions/findings/analysis – to be completed after end of test, data confirmed, and removal of “Preliminary” from the data.

Final Test Report Format (Full Format)

The front section of the Final Test Report will include the following in accordance with the Administrative Specifications of DTC Pam 73-1 (to be published) (until publication use TECOM Pam 73-1, Developmental Test and Assessment Guide, 30 September 1993):

1. FRONT COVER: The front cover is prepared as shown in attached format. The test center seal may be added. A photograph of the item may be included. The reverse side of the front cover will be prepared according to TECOM Pam 73-1, Appendix L.
2. REPORT DOCUMENTATION PAGE, SF 298.
3. CHARACTERISTIC PHOTO.
4. TABLE OF CONTENTS: This table lists each major section and subtest heading of the test report.
5. FOREWORD: The primary purpose of the foreword is to acknowledge people, activities, and organizations that have contributed to the test program or test report. The contribution of other government and contractor personnel may be recognized. If more than one DTC test center was involved, the test center(s) and test officer(s) should be identified. The contributions of each activity/organization should be delineated.



(Test Center Seal)

AD No. _____

DTC Project No. _____

FINAL TEST REPORT

FOR THE

(Use title of test in test directive)

OF THE

(System Name)

(Name of Principal Author)

(Test Center)

(Location of Test Center)

(Month and Year the Report was Published)

Period covered:

(Month/Year to Month/Year)

Prepared for:

PM (SYSTEM)

PM's address

Distribution authorized to U.S.
Government agencies only; test and
evaluation (month/year). Other
requests for this document shall be
referred to (insert name and address
of DOD controlling office - e.g., PM).

U.S. Army Developmental Test Command
Aberdeen Proving Ground, MD 21005-5055

SECTION 1. EXECUTIVE DIGEST

1.1 SUMMARY

Present in condensed form, the significant findings that will give the reader an understanding of the outcome of testing without reading the entire report. Include any technical judgments that should be highlighted to the executive reader.

NOTE: The contents of the remainder of this section can be totally lifted from the test plan or customer's test request and updated, if appropriate.

1.2 TEST OBJECTIVE

The objective of the test is a statement of the overall purpose of the testing and should be a restatement of the objective from the test plan, updated as necessary.

1.3 TESTING AUTHORITY

The testing authority will identify and reference the:

- a. Test directive, specifying the test center(s) involved and stating the type of test (e.g., TFT, PQT), and
- b. Test request, specifying the PM sponsoring this testing.

1.4 TEST CONCEPT

Present a short overview of the concept of test (location(s), duration, timeframe, numbers of test items, etc.). The information should be in sufficient detail to allow the reader to clearly understand the extent of testing. Any significant deviations from the test concept presented in the test plan should be described, including any limitations.

1.5 SYSTEM DESCRIPTION

This is a restatement from the test plan, updated as necessary.

NOTE: For non-evaluated tests, conclusions and recommendations may, at the option of the test officer, be included in the text of the report, inserted following the summary (paragraph 1.1), with the remaining paragraphs renumbered accordingly. For all other tests, conclusions and recommendations are reflected in the transmittal memorandum.

1.6 CONCLUSIONS

Conclusions are summary determinations of the capability of the tested system as substantiated by the test results/findings in relation to the test objectives.

1.7 RECOMMENDATIONS

Recommendations tell the reader, from an engineering test perspective, what should be done to prevent the same test incidents from occurring on future tests or in field use. Depending on the circumstances of the test, recommendations may be very specific or very general statements or only recommend that further tests are needed. Recommendations will be objective and will not repeat conclusions, however, the basis of the recommendation must be supported by a conclusion.

SECTION 2. SUBTESTS.

Include the appropriate paragraphs generally following the format and contents of Section 2 of the test plan. The normal subtest format and the information to be presented are specified below. After the name of each subtest, provide objectives, criteria, test procedures, test findings, and technical analysis for that subtest before going to the next subtest.

For subtests to be satisfied by contractor/developer testing which are described in a published contractor/developer test plan, for which the test manager has assigned certain responsibilities to the test center (e.g., data analysis, data reduction, or on-site monitoring), ensure that complete information on the subtests results are provided.

2.1 (NAME OF FIRST SUBTEST)

Cover separately each individual subtest conducted.

2.1.1 Objectives

State the objective or reason for conducting the subtest in a brief statement. This paragraph should be identical to that of the test plan, updated if necessary.

2.1.2 Criteria

State the criteria addressed by this subtest. This paragraph is identical to that of the test plan, updated if necessary. Source documents and any deviations from the approved test plan must be included.

2.1.3 Test Procedure

Describe the procedure actually used in conducting the subtest. Explain deviations from the procedure described in the test plan together with any assumptions. Explain reasons and provide reference to the supporting documentation for not conducting any subtests designated in the approved test plan.

2.1.4 Test Findings

This paragraph contains the factual data, observations, and remarks regarding the subtest and provides the reader with a complete and comprehensive view of the system's performance during the subtest. Where possible, results should be presented in tabular or graphic form. When large amounts of data have been generated, only data essential to the technical analysis need be presented, and it may be presented in a reduced (i.e., processed) form. Discuss the analytical procedures used in data reduction.

2.1.5 Technical Analysis

The technical analysis addresses the "so what?" aspect of the subtest. Analysis related to each subtest criteria is presented. The analysis states whether each criterion was met, partially met, not met, or not tested, and provides the supporting explanation. Include a comprehensive overview of system performance relative to the overall subtest. Discuss any suggested improvements.

2.2 (NAME OF SECOND SUBTEST), etc.

SECTION 3. APPENDICES

A. TEST CRITERIA

This appendix is obtained from the test plan. It uses the same format except a column indicating "Remarks" is added, which would indicate met, partially met, or not met.

This appendix is the one most heavily relied on by the assessors and decision makers. It provides an immediate check to ensure that all criteria listed in the test plan were addressed in the report and provides a quick reference for specific information to support an assessment of the criteria.

B. TEST DATA

This appendix contains test data too lengthy or too numerous to be included in Section 2 of the report. When lengthy, the detailed test results in the form of tables, charts, lists, illustrations, and photographs should be included here.

Raw data (such as pressure-time traces, dispersion data, materials analysis, oil analysis records) will not be included in this appendix in total; samples can be included. Do not include other complete and published test reports on specific phases of the test in the appendix. Because these reports are published and distributed independently, a reference will suffice. Significant data, observations, and analyses may be extracted from published reports and included in section 2 or in this appendix, and the reports referenced. However, this duplication will be kept to a minimum.

C. RECOMMENDATION FOR CLASSIFICATION OF RISK

This appendix will provide the test center recommendation regarding their assessment of identified hazards. The assessment will provide a description of the unplanned event or series of events, which, due to the hazardous condition, might result in death, injury, illness, damage to or loss of equipment or property, or damage to the environment. For each hazardous condition assessed, a Hazard Risk Assessment Code in terms of potential severity and probability of occurrence will be provided. Unless indicated differently through program documents, definitions of severity categories and probability levels addressed in the latest MIL-STD-882 will be followed when categorizing the hazardous condition (see Tables A-I and A-II of MIL-STD 882D). The Hazard Risk Assessment Code will be expressed as follows, severity description, followed by the probability description, and conclude with the category and probability level (for example, Critical-Probable II-B).

If no additional appendices are included, the following appendices are required to close the test report and will be lettered consecutively.

REFERENCES

This appendix should list all references used in the report in the same order in which they appear.

ABBREVIATIONS

All acronyms, brevity codes, short titles, and abbreviations used in the report will be listed alphabetically with an explanation of their meaning. Do not list commonly used terms, such as in., ft., km, mm, etc.

DISTRIBUTION LIST

The distribution list will list all agencies receiving the report in accordance with requirements of the test directive, test plan or as amended by HQ DTC.

Final Test Report Format (Abbreviated Option)

NOTE: The abbreviated format for the Final Test Report will use the same front (cover, SF 298, etc.) and end matter (references, acronym list, etc.). Only the body of the report and the appendices are streamlined.

SECTION 1. EXECUTIVE DIGEST

1.1 SUMMARY

Present in condensed form, the significant findings that will give the executive reader a basic understanding of the outcome of testing without reading the entire report. As a goal, the summary should not exceed one page. Include any engineering judgments that should be highlighted to the executive reader.

Note: The contents of the remainder of this section can be totally lifted from the test plan or customer's test request and updated, if appropriate.

1.2 TEST OBJECTIVE

The objective of the test is a statement of the overall purpose of the testing and should be a restatement of the objective from the test plan, updated as necessary.

1.3 TESTING AUTHORITY

The testing authority will identify and reference the:

- a. Test directive, specifying the test center(s) involved and stating the type of test (e.g., Technical Feasibility Test, Production Qualification Test), and
- b. Test request, specifying the PM sponsoring this testing.

1.4 SYSTEM DESCRIPTION

This is a restatement from the test plan, updated as necessary.

NOTE: For Group 2 (Customer Tests) only, conclusions and recommendations may, at the option of the test director, be included in the text of the report, inserted following the summary (paragraph 1.1), with the remaining paragraphs renumbered accordingly. For all other groups of tests, conclusions and recommendations are reflected in the transmittal memorandum, which is described in figure I-6.

1.5 CONCLUSIONS

Conclusions are summary determinations of the capability of the tested system as substantiated by the test results/findings in relation to the test objectives.

1.6 RECOMMENDATIONS

Recommendations tell the reader, from an engineering test perspective, what should be done to prevent the same test incidents from occurring on future tests or in field use. Depending on the circumstances of the test, recommendations may be very specific or very general statements or only recommend that further tests are needed. Recommendations will be objective and will not repeat conclusions, however, the basis of the recommendation must be preceded by a conclusion.

SECTION 2. DETERMINATION OF FINDINGS

There are three options available for this section. The test manager may specify one of the following in the test directive:

1. Include the appropriate paragraphs, generally following the format and contents of section 2 of a full report. List the names of individual subtests to be conducted and summarize objectives, criteria, test procedures, test findings, and technical analysis in paragraph style.

OR

2. Include a narrative discussion, in paragraph format, related to the remarks as identified in the appendix A criteria table. This discussion will elaborate further, as necessary, upon failure to meet criteria or those areas where a partially met remark was stated. The intent would be to briefly summarize the contents of test findings and technical analysis of the formal test report format.

OR

3. Use a test criteria table, which would be appropriate for small, non-controversial or repetitive tests. Provide the information in a table with the following information, as a minimum:

Subtest	Criteria	Test Method	Test Results
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SECTION 3. APPENDICES

A. TEST CRITERIA

This appendix is obtained from the test plan. It uses the same format except that a column indicating "Remarks" is added, which would indicate met, partially met, or not met and the appropriate report paragraph number that supports that analysis. This may be omitted if the tabular format for findings identified in option 3, above, is used.

This appendix is the one most heavily relied on by the assessors and decision makers. It provides an immediate check to ensure that all criteria listed in the test plan were addressed in the report and provides a quick reference for specific information to support an assessment of the criteria.

Other appendices may be included at the option of the author or if specified in the test directive. These appendices would be inserted after appendix A.

The following appendices are required to close the test report and will be lettered consecutively:

REFERENCES

This appendix should list necessary system documentation and revisions; such as the test directive, Test Plan, TEMP, requirements documents, etc. It should, also, list all references used in the report in the same order that they appear in the report.

DISTRIBUTION LIST

The distribution list will list all agencies receiving the report in accordance with requirements of the test directive, test plan or as amended by HQ DTC.

TEST CENTER HEADING

TEST RECORD

DTC Project No:

Dates of Test:

Type Test and Item:

Authority:

Related Firing Records:

Test Report No.:

1. TEST ITEM(S)

List all items being tested and describe briefly, including such information as model, part number, drawing number, lot number, serial number, modification(s), etc. Identify whether they are ammunition or components, weapons, armor, etc.

2. SUPPORTING MATERIEL, FACILITIES, AND INSTRUMENTATION

List materiel, facilities and supporting equipment in the following sequence:

- a. Weapon(s):
- b. Ammunition:
- c. Firing Position:
- d. Facilities:
- e. Instrumentation:

3. TEST OBJECTIVES

Briefly state the overall purpose of the test.

4. DETAILS OF TEST

Begin this section with an introduction in sufficient detail to thoroughly describe test phases (if appropriate), preparation, and the procedures used in conducting the test.

5. TEST DATA

When two or more pages are required, make the notation "Test data are at Enclosure ____." Standard forms may be used. The test officer may prepare special forms, when required.

6. SUMMARY OF RESULTS

Summarize test results and tabulate when possible. It might be desirable to make brief statements concerning the most important findings under this heading.

7. OBSERVATIONS/REMARKS/VISITORS

Include any comments pertaining to test results. Include the following statements as the last entry: "This is the final report on this task." If other reports will follow, include this statement: "This is not the final report on this task."

Show nontest center participants or witnesses who had a project-related need to be present during the tests.

SUBMITTED BY:

(AUTHOR'S NAME)
Test Director

REVIEWED BY:

FOR THE COMMANDER:

(REVIEWER'S NAME)
Division Chief

(DIRECTOR'S NAME)
Director, _____

4 Encl

1. Correspondence and Message cited in firing record (include test directive only if requested by customer)
2. Illustrations
3. Round-by-round data
4. Distribution List (show internal distribution)

DISTRIBUTION STATEMENT: